

Maine Charter School Commission

DRAFT – MINUTES PENDING COMMISSION APPROVAL JUNE 7, 2016.

Business Meeting Minutes – Maine Charter School Commission, May 3, 2016

I. Call to Order

Chair, Shelley Reed, called the meeting to order at 9:30 a.m.

II. Roll Call

The following members were present: Shelley Reed, Chair, Mike Wilhelm, John Bird, Jana Lapoint, Laurie Pendleton, and Nichi Farnham. Staff present: Bob Kautz, Executive Director; Gina Post, Director of Program Management. Also in attendance; Roger Brainerd, MACS, Judith Jones, MACS, Melinda Browne, Head of School, MeVA, and Vicki Wallack, Maine School Management. Late arrivals; Erin Larson, Director of Operations at Wayfinder Schools and Andrea Vassallo, Grants and Communications Manager at Wayfinder Schools.

III. Adjustments to the Agenda

No adjustments to agenda

IV. Acceptance of Minutes

- A. Moved by John Bird; seconded by Mike Wilhelm; and voted unanimously by those present to accept the April 5, 2016, Minutes as written.

V. Officers' Reports

A. Chair

1. Chair Reed acknowledged and thanked Jana Lapoint for filling in as Vice Chair.
2. Monitoring of schools;

We have all been going out and monitoring schools, some are in their renewal process phase while others are at the annual monitoring phase.

3. Collaboration with MACS

One of things that we realized is that we see MACS at the meetings frequently, but we have never really taken a look at how we can get the most out of this partnership. We have decided that our focus is going to be greater communication and more collaboration to further develop this partnership.

4. Update on Blue Ribbon Commission to Reform Public Education Funding (Mike W. and Jana L).

It was important to the Governor that as we take a look at reforming public education funding, the funding of charter schools be included. This presents an opportunity to raise other areas of concern that could be affecting Charter Schools; transportation and facilities. Two members of the Charter Commission are on the Blue Ribbon Commission. Mike Wilhelm is the representative for Charter Schools and Jana Lapoint is the State Board of Education representative. Mike shared that the message regarding the education situation is that the State is in financial crisis for a number of reasons. Students perform better in the southern part of the State versus the Northern part of the State. One area that is a concern is ensuring that students meet their performance standards by grade three. They are devising a plan to address concerns. The next meeting is June 6, 2016.

B. Vice Chair

Upon visiting with Baxter and Cornville, we are seeing the culture within the schools along with respect that the children have for one another.

VI. Staff Reports

A. Executive Director

1. Charter Commission Membership Update

There have been five applications received for the Commission membership vacancy. The process for applications are taken and reviewed by Jana Lapoint, John Bird, and Nichi Farnham, who are all on the State Board of Education; they will determine who will be selected for an interview. Once this decision has been made the applicant will then be brought to the State Board of Education. Upon approval, the next step is submitting the candidate's application to the Education and Cultural Affairs Committee, which will review and share recommendations of strengths and weaknesses. It will then go back to the State Board of Education for final approval. There is no deadline for submitting or accepting applications. The process will end when a suitable candidate has been selected.

Mike Wilhelm has reapplied to continue his service on the Maine Charter School Commission.

2. Update on school end of year visits

Chair Reed discussed this under her report.

3. Conversation with schools regarding tuition students

There have been conversations with two schools regarding the part of the law that mentions that Charter schools could accept tuition students if they had space. There is a proposal for consideration by the Review Team for Snow Pond Arts Academy. MeANS has mentioned this as well. We have requested the assistance of Sarah Forster for more insight, and are awaiting her information.

4. Receipt of Lease and shared service agreement from Snow Pond Arts Academy

We have received the Lease and shared service agreement from Snow Pond Arts Academy.

B. Director of Program Management

1. Update on the Special Education Workshop April 13, 2016

This workshop was provided by Drummond Woodsum, Dr. Michael Opuda was the trainer. There was representation from all of the Charter schools, including the new schools. Feedback was that the training was helpful. We were not able to get through the whole agenda, so there will be an additional training potentially in September.

2. Panorama Survey Update

This survey was launched on April 25, 2016. We learned that many of the parent email addresses were not available in Infinite Campus. As a result only about 1/3 will be linked to demographic information. These parents will still be able to participate using an anonymous link sent from Panorama. The difference is the data that is retrieved won't have as many details as it would if it was linked by Infinite Campus. Those parents that were able to receive the link, sixty-nine percent have participated. For those parents that do not have computers, the school is providing computers. They are able to request a paper copy of the survey to complete. Overall, there has been forty-seven percent staff participation. Student participation is currently at ten percent. Gina Post emailed each school sharing the results and asking to please increase their participation.

VII. Unfinished Business

A. HCA – By-Laws

Motion by John Bird; seconded by Jana Lapoint and voted unanimously by those present the; receipt and acknowledgment of Harpswell Coastal Academy's revised By-Laws.

B. Review of Public Document Booklet and One-page Information Document

Motion by John Bird; seconded by Jana Lapoint and voted unanimously by those present to accept the Public Document Booklet and One-page Information Document incorporating Maine Charter School Commission's booklet along with the one produced by Maine Association for Charter Schools.

These documents will be updated when appropriate and within these there will be a statement encouraging the reader to check the MCSC website for updates and current information.

C. Maine Connections Academy intent to contract with Bill Nave for Independent Third Party Evaluation

Motion by John Bird; seconded by Jana Lapoint and voted unanimously by those present that Bill Nave is approved to serve as Independent Third party consultant to evaluate Maine Connections Academy.

D. Fiddlehead Performance Indicators

No action necessary, Fiddlehead has withdrawn the Performance Indicators due to some recent changes; they will be bringing this to their Board for approval.

VIII. New Business

A. Baxter – Changes in Leadership and Governing Board members.

Motion by John Bird; seconded by Jana Lapoint and voted unanimously by those present the approval of Baxter Academy for Technology & Science's changes in Leadership; Kelli Pryor to serve as Executive Director and she has resigned from the Governing Board; and Governing Board members, Allison Crean Davis to serve as Chair; Patti Oldmixon to serve as Vice Chair for Baxter Academy for Technology and Science.

B. Cornville Regional – Resignation of Stacy DeMerchant

Motion by Mike Wilhelm; seconded by Jana Lapoint and voted unanimously by those present the receipt of notice of the resignation of Stacy DeMerchant from Cornville Regional Charter School.

C. Cornville Regional – New Board member; Jason Herrick

Motion by Nichi Farnham; seconded by John Bird and voted unanimously by those present the acknowledgment and approval of Cornville Regional's new Board member, Jason Herrick.

D. Discuss proposed agenda and process for the strategic planning meeting

Strategic Planning session is scheduled for June 2, 2016. This meeting will be a recap from the last years strategic planning sessions through now. There will be a self-evaluation of the MCSC that is based upon nationally recognized principles and professional standards for authorizers; this can be done electronically. We will be taking a look at the self-assessment of where we are. We have shown a good growth projectile in terms of meeting those principals and standards. Additionally, we are going to do an assessment of Bob Kautz, Executive Director. In turn he will do an assessment of Gina Post, Program Manager and Heather Fuller, Administrative Assistant.

E. Monthly Budget update

Based on the financial report dated April 30, 2016 the Maine Charter School Commission is within its allotted budget.

F. Fiddlehead – Change in Board membership – Kathleen Kiley Clements, Adam Gilman, and Zachary Maher

Motion by Nichi Farnham; seconded by Laurie Pendleton and voted unanimously by those present the acknowledgement and approval of Fiddlehead's new Board members; Kathleen Kiley Clements, Adam Gilman and Zachary Maher.

G. Snow Pond Arts Academy – new Board membership – Sherry Gilbert, Stacey Mondschein Katz, Carl Steidel, and Michael Willey

Motion by Nichi Farnham; seconded by Jana Lapoint and voted unanimously by those present the acknowledgement and approval of Snow Pond Arts Academy's new Board members, Sherry Gilbert, Stacey Mondschein Katz, Carl Steidel, and Michael Willey.

IX. Other

A. RFP info session

June 2, 2016
10:00 am – 12:30 pm
Room 103A

There will be a conference call to prepare for this information session.

X. Announcements

A. Charter School week

This is the first week of May. The Charter schools are moving forward and doing lots of exciting things.

B. Turn in Expense Account Vouchers at the end of the meeting

C. Upcoming monitoring visit dates:

1. Fiddlehead	May 4, 2016	9:30 am – 2:30 pm
2. Harpswell	May 12, 2016	9:30 am – 2:30 pm
3. MCA	May 18, 2016	9:30 am – 2:30 pm
4. MeVA	May 25, 2016	9:30 am – 2:30 pm

XI. Public Comment

Roger Brainerd reminded folks of the MACS dinner that is taking place Thursday May 5, 2016 from 5:30 pm -7:00 pm at the Senator in Augusta.

XII. Adjourn

Motion by John Bird; seconded by Nichi Farnham and voted unanimously by those present to adjourn at 11:10 a.m.